

# COMMISSIONERS OF WAYNE COUNTY

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HONESDALE BOROUGH, PA



VICKY J. BOTJER  
CHIEF CLERK

LEE C. KRAUSE  
SOLICITOR

COURT HOUSE ANNEX  
925 COURT STREET  
HONESDALE, PA 18431  
570-253-5970 EXT. 4050

November 13, 2014

## **MDJ – Microfilm/Mailroom Clerk –Part Time opportunity is available in Microfilm Office Wayne County Courthouse**

The above stated position shall constitute the following:

1. Shall be a Part-Time Employee: 25 hours per week; Non-exempt Position;
2. Such hours shall be: Daily presence in office from 10:00 a.m. to 3:00 p.m., Monday through Friday. Must be available to cover office when Supervisor has scheduled vacations, trainings or other appointments outside of the office.
3. Employee works under the direction of the Microfilm Supervisor – Daily activities include answering switchboard, sorting mail, shredding papers for all offices, making copies of maps and deed for customers, processing mail including tax bills and special mailings. Good interpersonal skills, experience in dealing with public and working in a close office setting. Computer skills and attention
4. Starting salary \$ 9.25/hr
5. Deadline for applications-**4:00 p.m. Friday November 28, 2014**. Contact Vicky Botjer, Chief Clerk or Linda Brenner, Mail Room Supervisor at 570-253-5970.

### Requirements of Candidate

1. High school graduate or equivalency diploma.
2. Preferred experience in an office setting to include phone skills, counter service and receipting of payments.
3. Excellent typing skills and familiar with computer systems.
4. Must be flexible with personable demeanor. Position involves public interaction and may sometimes involve difficult/complex situations.